

 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM</p> <p>Sponsoring Organizations of Homes POLICY & PROCEDURE MANUAL</p>	ISSUED 4/6/89	REVISED 7/14	CHAPTER 5	SECTION 5.3
CHAPTER Chapter 5. Requirements of Management	SUBJECT Adds/Deletes, Transfers, Updates			

Adds

To add a new child care home to the sponsoring organization's jurisdiction, the sponsoring organization enters the information in the web-based system on a new provider information sheet. A new provider is one that is not transferring from another sponsoring organization. The sponsoring organization should enter a new provider in the web-based system as soon as the sponsoring organization has an application and a signed agreement even if the provider's license is pending. When a copy of the license is received or can be printed from the licensing information from the Section of Child Care Regulation's website, that information should then be added to what is already in the system. When all the necessary information is completed and passes the edits, submit for approval. (Sponsoring organizations of military providers must fax a copy of the provider's license certificate.)

The following conditions must be met when signing an agreement with a new provider who does not yet have an active license:

- It is acceptable to sign an agreement prior to the effective date of the license;
- No more than 60 days may lapse between the effective date of the license and the date of the agreement. If there are more than 60 days, a new agreement is required.
- Claiming can begin on the date of the agreement approval or the effective date of the license whichever is later.
- Claims cannot be entered until all of the required information is entered and approved in the Child and Adult Care Food Program (CACFP) web-based system.
- Sponsors are expected to monitor records and claims from the date the provider is first eligible to claim. Monitoring visits, including the first 4-week visit, must be conducted as required for the provider to claim.
- Providers have only 60 calendar days to submit an original claim. No exceptions can be made.

Once the home is approved, claims can be processed for meals served in accordance with provisions of the CACFP Policy and Procedure Manual and federal regulations and guidance for up to one month prior to the month CACFP approved the addition, but not prior to the date the agreement and application were signed. However, no payment can be claimed for a time period prior to the date the home has an approved active license.

Example 1:

ABC home was licensed on June 15. The sponsoring organization did not sign an agreement or application with the provider until July 22. The home was added by the sponsoring organization on July 22 and approved by MDHSS-CFNA at that time. Under this policy, the provider and the sponsoring organization could start claiming meals for ABC on July 22.

Example 2:

The sponsoring organization obtained an application and signed an agreement on October 1. The provider had not received their copy of the license when the application and

agreement were signed. The license was received on November 10, but was dated October 1. If the sponsoring organization had entered the information in the database, the home provider had been properly trained, meals were served in accordance with the CACFP standards listed above from October 1, and the 4-week review was conducted, the provider would be able to claim meals starting on October 1.

Example 3:

The sponsoring organization obtained an application and agreement on November 1. The provider had not received their copy of the license at that time. The provider said she would be licensed effective November 1; however, when the license was received it was dated November 15. If the sponsoring organization had entered the information in the database, the home provider had been properly trained, meals were served in accordance with the CACFP standards listed above, and the 4-week review was conducted, the provider would be able to claim meals starting on November 15.

Regardless of when the provider was approved, there is no probationary period. Meals must be disallowed if the home provider claims meals not served, claims meals served in excess of the home's capacity, claims meals served that are not approved, claims meals not supported with required records, or for any claiming violation related to menu or meal pattern errors. The sponsoring organization must closely monitor these errors and provide training and technical assistance when errors occur. Documentation of the training and/or technical assistance must be evident in the provider's file.

Transfers

When a child care home is transferring from one sponsoring organization to another sponsoring organization, send an email to MDHSS-BCFNA as soon as the sponsoring organization is aware of the transfer. State the provider's name and license number in the subject line. In the body of the email state the effective date and the receiving sponsor involved. The transfer must also be submitted to MDHSS-BCFNA on the Sponsoring Organization Provider Change Form (CACFP-401).

When homes transfer, claims cannot be split for a given month between sponsors. The receiving sponsoring organization can only claim the transferring child care home starting the first day of the month following the date the child care home signed the agreement with the new sponsoring organization.

Example:

A child care home meets with the new sponsoring organization on January 12 and signs an agreement the same day. The old sponsoring organization needs to be notified by the child care home immediately. The effective date of the change will be February 1. The old sponsoring organization must complete a Sponsoring Organization Provider Change Form (CACFP-401) and submit to MDHSS-BCFNA no later than January 25 deleting this child care home from their list. The new sponsoring organization must immediately notify the MDHSS-BCFNA of the transfer that will occur and then submit the needed information on the Sponsoring Organization Provider Change Form (CACFP-401) no later than the 25th of February.

Providers who transfer to a new sponsoring organization shall meet all guidelines set forth. Regardless of when the provider was approved, there is no probationary period. Meals must be disallowed if the home provider claims meals not served, claims meals served in excess of the home's capacity, claims meals served that are not approved, claims meals not supported with required records, or for any claiming violation related to menu or meal pattern errors .

Documentation of the disallowances and technical assistance or training provided shall be evident in the provider's files.

See Section 5.4 for more information on transfer of homes.

Updates

Updates such as meal times, types of meals, re-verification of tiering status, license expiration date, license capacity, etc. regarding a child care home must be entered in the CACFP web-based system by the sponsoring organization. The updates must be completed no later than the last day of the month being claimed in order to allow time for MDHSS-BCFNA to approve the updates before the end of the claim month and prior to claim submission. When updates are submitted after the last day of the month, the claim for this provider will not be reimbursed in the first claim cycle. Provider claims that are received which cannot be approved due to failure to up-date records by the stated timeline will be deleted by MDHSS-BCFNA from the current claim so that the remaining provider claims may be processed. Deleted provider claims may be re-submitted by the sponsoring organization for the next claim cycle provided they pass review edits in that cycle.

Deletes

To delete a provider who is leaving the sponsoring organization, complete the required fields on the Sponsoring Organization Provider Change Form and submit to MDHSS-BCFNA. **Do not** close any home providers in the web-based system, BCFNA staff will do this.

The Sponsoring Organization Provider Change form must be completed and is due to MDHSS-BCFNA by 5:00 p.m. on the 25th of the month. If the 25th falls on a weekend or holiday, the CACFP-401 is expected by 8:00 a.m. on the following business day. The CACFP-401 can be emailed or faxed. Only one form is submitted each month.

NOTE:

Sponsoring organizations that are seriously deficient in their administration and management of the CACFP shall be prohibited from adding homes to their sponsorship during the entire period of the serious deficiency, until the serious deficiency is temporarily deferred by MDHSS-BCFNA. This prohibition on adding homes will remain in effect until the sponsoring organization demonstrates, to the satisfaction of MDHSS-BCFNA, that it has the administrative capability to accountably manage the CACFP.